



Your Homes  
Newcastle

Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

**Step 1 – Preparation**

**Lead Officer:** Lynne Holden/Bev Elder

**Directorate:**

Chief Executives

Business Development

Tenancy Services

Finance & Resources

**Members of EINA group:**

①\_ Lynne Holden – YHN

②\_ Bev Elder – YHN

③\_ Kim McMaster – YHN

④\_ Michael Morris - YHN

⑤\_ David Hood - NCC

**Service:**

Human Resources

**Name of policy, strategy or service:**

Benefits and Recognition policy

**Dates of assessment:**

**Start:** 15/ 02/ 2011\_\_\_\_\_

**End:** \_\_\_\_\_

**New**  **Existing**

## Step 2 - Aims & purpose

<p>What is the main aim of the policy, procedure or function?</p>	<p>'Rewarding and recognising our people' is one of the six overarching priorities included in YHN's People Strategy that we believe will make the greatest contribution to achieving the People Strategy vision.</p> <p>YHN recognises the importance of operating a fair and consistent policy which applies to all YHN employees regardless of hours worked or status within the organisation.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<p>This policy and procedure aims to:</p> <ul style="list-style-type: none"> <li>• Enable YHN to achieve its strategic objectives by recognising and valuing employee contribution;</li> <li>• Improve staff engagement, motivation and loyalty;</li> <li>• Retain employees by helping them feel more valued and appreciated;</li> <li>• Enhance employee satisfaction;</li> <li>• Support YHN's aspiration to be an 'Employer of Choice';</li> <li>• Improve performance, productivity and customer satisfaction.</li> </ul>
<p>Which individuals, organizations or stakeholders are likely to have an interest in or likely to be affected by the policy or function?</p> <p>Who has been consulted?</p>	<p>All YHN employees.</p> <p>Recognised Trade Unions Wider Management Team People Strategy Group HR Consultants</p>

Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)	HR Manager
Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations?	Yes
What are the main policies, legislation or other documentation that relates to this policy or function?	<ul style="list-style-type: none"> <li>• Equality Act 2010</li> <li>• Work life balance policies</li> <li>• YHN's Delivery Plan</li> <li>• YHN's Business Strategy</li> <li>• YHN's People Strategy</li> </ul>

### Step 3 – Information and data

What qualitative data has been considered in the development/review of the document/service?

- Benchmarking across other organisations
- Feedback from Staff survey 2009
- Feedback from IIP assessment

What quantitative data has been considered in the development/review of the document/service?

All YHN Employees

Are there any gaps in the data? What actions are required to address this?

No gaps identified

**Step 4 – Assessing the impact**

All Strands	Impact +/-	Details of impact identified	Evidence
This policy applies equally to all employees regardless of faith, religion, race, disability, gender, sexual orientation or age.	Positive	By offering attractive benefits to employees and recognising the achievement of our people, this will lead to YHN developing a highly engaged, high performing workforce. Also, this will help them feel more valued and appreciated.	Employee surveys
	Negative	Mobile catering and shopping facilities are not available at all YHN work locations.	
Disability	Impact +/-	Details of impact identified	Evidence
Government Car Mobility Scheme	Positive	Employees with a disability can access this scheme, so adaptations may be considered.	

If negative impacts have been identified, please go to Step 6. If no impacts have been identified, please go to Part 3.

**Step 6 – Improvement Plan**

<b>Recommendations &amp; actions for Benefits and Recognition policy</b>			
<b>All Equality Strands</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Completion Date</b>
Mobile catering/shopping facilities	Speak to Amanda Wilkinson regarding the work Neil Scott asked her to do around this.	Lynne Holden	28 <sup>th</sup> February 2011

**If you have identified actions to eliminate all of the negative impacts please go to Part 3.**

**PART 3 – Publishing**

[Empty box]

**Name of policy, strategy or service:**

Benefits and Recognition Policy

**Comments:**

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken or why an EINA has been signed off.

[Empty box]

**Complete:**

Initial Assessment

Full Assessment

**Lead Officers signature:**

[Empty box]

**Diversity Officer agreed & signed:**

[Empty box]

**Director of Service agreed & signed:**

[Empty box]